INDIANA ARTS COMMISSION
FIRST ONLINE GRANT TEAM MEETING
INDIANAPOLIS, IN
JUNE 1, 2005
10:00 A.M. – 12:00 P.M.

NOTES

Team in Attendance:
Anne Marie Chastain, Indianapolis Symphony Orchestra
Bobbie Garver, IAC
Candy Irven, AccessIndiana
Dorothy Ilgen, IAC
Eric R. Rogers, Arts Place Indiana
Holly Hospel, IAC
L. Pogost, IAC
Monica Peterson, IAC
Micheal Jonson, Indianapolis Opera
Tom Hume, Hume Communications

Team Role:
The Online Grant Team is charged with advising and assisting in the overall advance planning for the transition and migration from the present paper based grant application system to an online grant application system.
The IAC anticipates the full committee will meet three to five times during 2005 - 2006. Frequency of meetings may change as the event date approaches. This is a planning committee, and the sharing and exchanging of ideas from all committee members will be important in the success of the event. Meeting attendance and a willingness to contribute ideas are important factors in making this a successful committee. IAC Staff members are on the constant invited guest list. If any members of the team would like to bring others as guests, please inform IAC one week prior to the meeting.

1. Grants & Grant Cycles
   Primary goal of online grant system is to improve productivity by reducing repetitive data entry labor with automating processes. Processes such as staff review, panel review, and applicant's application process.

Annual Grants	Biennial Grants
• Individual Artist Projects (200)	• Majors (11)
• Strategic Collaborative Initiative (2)	• Regional Plan (12)
• Statewide Arts Service Organizations (4)	• Capacity Building Program (4)
Decentralized Grants - Regional Arts Partners (400 +/-)	
• Arts Operation Support I	• Arts Operation Support II
• Arts Project Support	• Mini Educational

2. Life Cycle of A Grant (Attachment)

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3. First Draft of Need Assessment (Attachment)
    a. Request that team members continue to collect ideas
    b. Request members review attached collection of ideas and think about categorizations
4. First Draft of Timeline (Will be available at June 14th Meeting)
    a. Staged Approach
        i. Needs Assessment
        ii. Request for Bid
        iii. Select Vendor
        iv. Work with vendor to customize application to suit IAC needs
        v. Staff Training
        vi. Beta Testing
        vii. Soft Launch
        viii. Launch of IAC Online Grants
        ix. Launch of Regional Partner Grants
    b. Request members contribute input to the timeline based on their experience and understanding of time requirements after they have an opportunity to review it
    c. Request made for flow chart of all grants and their relationship to each other
5. Team Communications
    a. Email is the preferred method
6. Other Business
    a. Next meeting to be on June 14th at 2:30 in IAC's office.
7. Adjourn